

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office

Date Sensitive Tasks

The following tasks need to be completed on by the date specified below:

Subject	Requirement	Deadline	Action and links	Tick when completed
Easter Opening Times Reminder	Contractual – risk of breach notice if not complete	Over the Easter Period	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed. Details available on the LPC website .	
Reminder: Register for the PPE Portal	Pharmacy Income	Register now	If you have not already done so, sign up to the PPE Portal to ensure you have access to free stock.	
COVID-19 Vaccination for Pharmacy Staff	Staff well-being	Act now	Any staff who are yet to be vaccinated can now book online here . As part of the booking process, eligible staff need to self-declare they are a health or social care worker and they will be asked for identification and written authorisation when they attend their vaccination appointment.	
DMS Move from TCAM to New Discharge Medicines Service	Contractual	DMS commenced on 15th February 2021	The DMS became a new essential service within the Community Pharmacy Contractual Framework (CPCF) on 15th February 2021. It will be a significant contributor to the safety of patients at transitions of care, by reducing readmissions to hospital. The New Discharge Medicines Service (DMS) module is now live on PharmOutcomes. All Trusts that were previously TCAM sites, and any sites planning to go live in the future, will now be processed via this module. Further information on DMS, including a table summarising the current status of all GM trusts, can be found on our DMS page HERE .	

Pandemic Delivery Service	Pharmacy Income	31st March 2021 / 30th June 2021	<p>The Pandemic Delivery Service for Clinically Extremely Vulnerable patients will end on 31st March 2021 as shielding comes to end.</p> <p>The service will continue for patients who have been notified of the need to self-isolate by NHS Test and Trace until June 30th, 2021.</p> <p>Find out more on the PSNC website.</p>	
GPCPCS Implementation	Pharmacy Income	30th June 2021 (to claim your fee via MYS)	<p>Contractors registered to provide the CPCS will be able to claim via the NHSBSA Manage Your Service (MYS) portal a £300 engagement and setup payment if they undertake a range of actions to get ready for rolling out the GP referral pathway in their area.</p> <p>The requirements are detailed in Annex F of the updated service specification</p> <p>Book your place on one of the Greater Manchester GPCPCS webinars; this will support you to meet the requirements of Annex F and provide details of how the service will be implemented locally:</p> <ul style="list-style-type: none"> • 30th March: 1-2pm: https://gpcpcs1.eventbrite.co.uk • 21st April: 7-8pm: https://gpcpcs2.eventbrite.co.uk • 19th May: 1-2pm: https://gpcpcs3.eventbrite.co.uk <p>Further information:</p> <ul style="list-style-type: none"> • Access clinical training for pharmacists via the RPS • Find out more about GPCPCS and read the updated service specification and toolkit on the PSNC website • Download and start to complete the GPCPCS Community Pharmacy Action Plan 	
Healthy Living Pharmacy (DSPs)	Contractual	1st April 2021	<p>The Distance Selling Pharmacy (DSP) website requirements must be complied with by 1st April 2021.</p> <p>Find out more on the PSNC website.</p>	

DSP Toolkit (Upcoming Deadline)	Contractual – risk of breach notice if not complete	30th June 2021	The deadline for completion of the 2020/21 toolkit is 30th June 2021 . Find out more on the PSNC website	
Annual Complaints report	Contractual		NHSE&I have confirmed that they will not require annual complaints report.	

Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
Check NHS shared mailbox	Pharmacy Business	Daily	NHSE&I, NHSBA & GMLPC regularly send important communications to your NHS Shared Mailbox. Please ensure enough staff have access your Mailbox and that it is checked at least once daily.	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <ul style="list-style-type: none"> • PSNC – for the latest news round-up • GOV.UK – for advice for healthcare professionals • PHE – for posters and resources • LPC – for next steps, links to national information and links to local information (as it becomes available) • Look out for the most up to date information and guidance via your NHS Shared Mailbox 	
GMLPC Mailing List	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the GMLPC newsletter mailing list to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	
GMLPC PCN WhatsApp Groups & Broadcast List	Communications	Ongoing	GMLPC has created WhatsApp groups on contractor's behalf to support and facilitate effective communication between pharmacies in your PCN and your Community Pharmacy PCN Lead. If you would like to be added to your PCN WhatsApp Group or the Broadcast List for important updates, please contact the team on enquiries@gmlpc.org.uk	

Sit-Rep	System Resilience	Ongoing	A link to the sit-rep will be sent to your NHS shared mailbox each week. Please complete if there is a change to your situation.	
Local Services	Pharmacy Income	By the 5th of each month	Please claim all your locally commissioned services by the 5 th of the month.	
Pharmacy Profile Update	Contractual	Quarterly	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	

If you require additional support from the LPC please contact the GMLPC team:

James Hughes
Office Manager

Email: james@gmlpc.org.uk

Luvjit Kandula
Director of Pharmacy Transformation

Email: luvjit@gmlpc.org.uk

Adam Kharaz
Business Support Officer

Email: adam@gmlpc.org.uk

Rikki Smeeton
Senior Responsible Officer – Primary Care Networks

Email: rikki.smeeton@gmlpc.org.uk

Karishma Visram
Business Support Officer

Email: karishma@gmlpc.org.uk

Imogen Halls
Senior Communications Officer – Pharmacy Engagement

Email: imogen@gmlpc.org.uk

Esther Burrow
Senior Responsible Officer – Pharmacy Services

Email: esther@gmlpc.org.uk

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